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MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : Expenditure of Central Employees Activities  
Funds in Support of the Physical Fitness  
Program

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 4.

2. The use of our physical fitness facility by Agency employees, both men and women, continues to increase with particular emphasis on the number of individuals participating in running programs. During the past year more than 400 employees used the indoor running track and we currently have 125 men and 25 women who are members of the 100 Mile Club. This increased interest in running programs has resulted in a number of inquiries concerning the possibility of improving the existing track surface which consists of 1/8 inch rubber matting. While there are apparently no controlled studies to evaluate the advantages and disadvantages of various types of running surfaces, it does appear that a number of Agency runners and potential runners believe a hard, concrete running surface contributes to the development of shin splints. We are likewise aware that good footwear, satisfactory warm-up before running and cool-down after running are equally important in preventing this condition. In considering these various factors and the increased participation of Agency employees, we are of the opinion a meaningful improvement to the overall facility will be realized with the installation of a more resilient surface.

3. Working with the Office of Logistics, we have received cost quotations from three commercial firms and have determined that the price and product best suited for our needs is the "Tartan Running Track",

offered by John H. Hampshire, Inc., of Baltimore, Maryland. The installation of one lane, 30 inches wide, of 3/8 inch Tartan material totalling 1500 square feet will cost \$5,149 and will include an additional two-inch tapered bevel on both edges.

4. It is recommended that you approve the expenditure of \$5,149 from the Central Employees Activities Fund for the installation of this running track as described above.

7s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

The recommendation contained in paragraph 4 is approved.

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John W. Coffey  
Acting Deputy Director  
for Support

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Date

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